

Faculty of Business and Enterprise  
**Form for students with irreconcilable  
 timetable clashes**



**WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?**

Students must attach their Degree Planner upon the submission of this form.

**CHECKLIST**

The following checklist is to help to ascertain that the student has genuine irreconcilable timetable clashes. Please indicate which category applies:

- Part-time student unable to get into evening activity
- Final year mandatory unit is full or clashes with another unit
- Mandatory prerequisite unit (which cannot be deferred until later in course) is full or clashes with another unit
- IBL student (ie part-time) unable to get into evening activity

If the student fits into one of the above criteria check the following **immediately**:

1. Student details on ASCOL
2. Check on Allocate for an opening in the activity

If the student does not fit the above criteria they will need to choose another unit.

**STUDENT DETAILS**

If you have verified that the student is a genuine case, and you were unsuccessful in allocating them into an activity on Allocate, please proceed to get the following details:

First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Student ID \_\_\_\_\_ Course \_\_\_\_\_  
 Phone number (h) \_\_\_\_\_ Work/mobile \_\_\_\_\_

Please write below the unit code and name and activity the student is unable to allocate for:

UNIT CODE AND NAME	ACTIVITY	DAY	TIME	REASON

Reasons for enrolment in above activity:

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If there is a clash, please print the unit code and name and activity unit clashes with:

UNIT CODE AND NAME	ACTIVITY

Once you have these details, please inform the student of the following:

1. They need to attend classes at the preferred time in week 1 of semester
2. They will be removed from the activity on allocate if they are allocated to an activity they do not want.
3. They need to keep trying to get into the activity on Allocate until Thursday 26 February
4. They should keep checking their timetables to see if their timetable allocations have been changed
5. If they are unsuccessful in changing on Allocate, they must contact the Faculty by midday Friday 27 February

Signature of staff member: \_\_\_\_\_ Date: \_\_\_\_\_